

## What's New for You?

## Command PASS Coordinator (CPC) Role – Activity Report

WNFY CPC—Issue 3

April2016

CPC Issue 3



Release 1.4.5 of NSIPS deployed the weekend of March 26-27, 2016 established the CPC role for the active duty component with Inquire (view only) and view and print capability for certain electronic service record (ESR) functions. This release also allows the CPC to partially process an activity gain for their command.

PPIB 16-05 announced the implementation of this enhanced CPC User Role within NSIPS to ensure a more timely recording of the Service member's arrival at the new Permanent Duty Station (PERMDUSTA). This event located on Panel 1 of the Activity Report (SG03) within NSIPS will not start any special or incentive pays or allowances associated with this reporting event. It is an electronic endorsement, which mirrors the orders endorsement that will stop the clock on intransit prospective gains.

All current procedures for reporting a Service member for duty, e.g., travel claim submission, receipt package submission, and the requirement of the PSD to start all associated pays and allowances will remain the same.

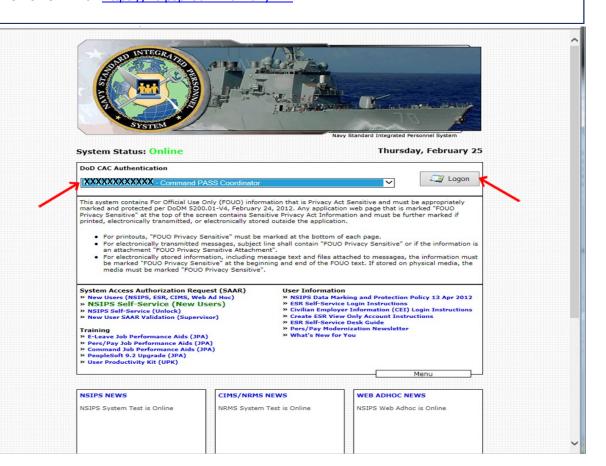


Please see DJMS Navy Procedures Training Guide (PTG): Part 1 Chapter 4 Section B (Activity Gain), Receipts SOP and the CPC Course of Instruction (COI) located at: <a href="https://dfas4dod.dfas.mil/systems/djms/djms2/part1-chap4-sectB.htm">https://dfas4dod.dfas.mil/systems/djms2/part1-chap4-sectB.htm</a> and <a href="https://mpte.portal.navy.mil/sites/NPC/pers2/Personnel%20Services/Receipts%20SOP.aspx">https://mpte.portal.navy.mil/sites/NPC/pers2/Personnel%20Services/Receipts%20SOP.aspx</a> for detailed steps.

Also see WNFY CPC - # 1 Completion of NSIPS SAAR Form for the process to create a SAAR requesting CPC user access within the NSIPS environment. Also see CPC - #2 NSIPS ESR Page Access. The NSIPS link is: https://nsipsprod.nmci.navy.mil.

1. After receiving CPC account access, sign into NSIPS via the splash page.

2. Select the Command PASS Coordinator from the drop down and Logon.



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## **Frequently Asked Questions**

- 1. PSDs are not allowed to correct any CPC inputs on Panel 1- Who is responsible for this correction? Who and how will a correction be made if the travel claim reporting dates do not match?
- A. The MILPERS Clerk at the PSD will complete panels 2-4 and release the document. Once it posts to the Master Military Pay Account (MMPA), a correction event must be completed by the MILPERS clerk at the PSD to correct any errors on Panel 1.
- 2. Afloat CPC Access Role—please define how they are going to process since they are under NSIPS Afloat and their PSDs are under NSIPS Web.
- A. Since NSIPS Afloat and NSIPS Web do not replicate data to each other, the CPC User role should only be given to ashore commands/units/activities (Commands who use NSIPS Web/Shore).
- 3. PSD NSIPS Access Manager (NAMs) are not able to input a "next role user" to the CPC account—how will PSDs know who worked the transaction? How will PSD's know that there are pending pays to complete for a member that was reported onboard by the CPC's?
- A. The documents will show up in the NSIPS Tasks/Notification section of all Personnel Clerks and Personnel Supervisor's assigned to the PSD, not at the individual operator level. The NSIPS Tasks/Notification section will show the number of Activity Reports that are pending action. Click the Command PASS Activity Report link to go to the dashboard. On the Activity Report Dashboard, each name is a hyperlink to the service member's activity report. When a Personnel Clerk completes the Activity Report and approves it, it will go to the appropriate Personnel Supervisor based upon the command's structure.
- 4. Where will the CPC get the detachment date if the activity loss was not completed at the last command? Also in cases with multiple TDY's, which one is the latest activity loss?
- A. PSDs will have to train the CPC to review the MMPA to retrieve the correct detachment date.

For more information contact: PERS 2 - Ron Ates, 901-874-4363, ron.ates@navy.mil; PERS 2 - Wayne Ross 901-874-2179, wayne.ross@navy.mil; NSIPS - Rick Serviss 504-697-3578, Richard.serviss@navy.mil

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This communications product is prepared by the PMW 240 Enterprise Change Management (ECM) team.

As always feel free to contact us directly with any questions or comments.

Ms. Kristie Thomas, PMW 240 Enterprise Change Management Manager

Email: kristie.thomas@navy.mil Phone: 504-697-4535

